

File
11

6 February 1961

MEMORANDUM FOR THE RECORD

SUBJECT: CIA Civilian Standby Reserve

STATINTL

1. [] Deputy Director, Personnel, attended a meeting on 27 January 1961 called by Mr. Kirkpatrick to discuss the desirability of establishing a CIA Alumnus. It was decided that such a program should not be undertaken but that certain possibilities exist for the advantageous use of the Agency's Civilian Standby Reserve. Some of these possible uses are as follows:

a. Use by Office of Contacts, Office of Security, Central Cover Division, and Personnel Procurement Field Offices for specific requirements which may arise from time to time.

b. Points of contact between higher-level former employees and Agency officials on official inspection trips, appearances as guest lecturers, etc. Such meetings could be arranged through [] overseas STATINTL

2. At the present time a total of 410 former employees have indicated a willingness to remain on call to the Agency in event of emergency. We are awaiting replies from an additional 107 and are processing 145 more for contact. Home address and place of employment is on record but information is not available as to the actual jobs in which employed. This information should be obtained when the Agency makes its first annual contact to determine correctness of recorded address and willingness to remain on call. This will provide guidance as to the field of specialization being followed and assist in determining suitability for special missions and in procurement against critical emergency requirements. Mobilization and Reserve Branch will draft a questionnaire to be sent with the first annual contact letter.

3. At the earliest possible time the names and pertinent information regarding these reservists will be placed in the machine records system. However, it now appears that it will be 6 months or more before this can be accommodated in the new RCA system. In the meantime, rosters will be prepared manually and made available to interested offices. Copies of the rosters will be placed on file at the Relocation Center.

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4. The following safeguards have been established in an effort to minimize the possibility of writing to a Standby Reservist with whom the Agency may have reestablished contact:

a. A notice sheet is placed on top of the Agency 201 file which requires notification of Mobilization and Reserve Branch in event the individual is being considered for reemployment.

b. The Office of Security annotates their records of former employees cleared for membership in the Reserve. In event information is received that a Reservist is being considered for placement under contract of any type they will notify the Mobilization and Reserve Branch.

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[Redacted]
Chief, Mobilization and Reserve Branch
Office of Personnel

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